Children in Hospital Ireland

Volunteer Training Development Officer

Job Description

Overview:
Children in Hospital Ireland is a registered charity and a company limited by guarantee. The organisation has its Head Office in Sandyford, Dublin 18 and operates throughout the country. Children in Hospital Ireland delivers a national volunteer-run hospital play and recreation service across 15 hospital locations nationwide; advocates to promote the highest standards in the delivery of healthcare for children; provides information and help for parents of hospitalised children; and works collaboratively with support groups for children who are ill or have long-term medical conditions.

Office Base:	Head Office, Sandyford, Dublin 18. Some hybrid work is possible
Report to:	Volunteer Manager

Purpose of Role:
The Volunteer Training Development Officer is a new role within the Volunteer Team in Children in Hospital Ireland. This person will lead on the development and coordination of a wide range of training opportunities for new and existing volunteers across all CIH volunteer teams nationally. The successful candidate will have an opportunity to work collaboratively across teams in CIH to design training and grow the range and levels of training available to volunteers. Highlighting and utilising expertise on the role and impact of play in hospitalisation and healthcare will be particularly important. The role will be integral to the support of volunteers and will work alongside the wider volunteer management team of CIH.

Key Responsibilities:

Volunteer Engagement and Support

- Develop and implement a calendar of ongoing training opportunities for existing volunteers to enhance their experience of volunteering and upskilling

- Facilitate Team Leaders and Welcoming Volunteer leadership teams, and Volunteer committees alongside the Volunteer Manager to enhance personal and professional development opportunities as well as resources and volunteer supports
- Support volunteer appreciation events, new volunteer recruitment and team meetings from a training development perspective

Quality Standards

- Review and enhance volunteer training programme including induction practices, and working with volunteer team leaders in inductions and support needs
- Identify new methods for enhancing continuous adherence and refreshing of core volunteer training and code of conduct for all volunteers
- Support compliance with all hospital policies, procedures and guidelines; including risk management, hand hygiene and infection control, child protection, evacuation drills etc.

Development

- Identify and engage experts in Hospital Play, Play, Child Development and other relevant areas to develop new resources and training materials
- Research and develop a diverse range of training methods and tools
- Build relationships with hospitals, volunteer teams, and external organisations
- Collaborative and proactive approach to working across departments and within a small dynamic team

Eligibility Criteria

Children in Hospital is open to applications from candidates who have experience in most but not all of the following areas. The successful candidate will be supported through their induction and further training and ongoing support will be available.

Required

- Candidates must possess valid permission to live and work in the Republic of Ireland independent of applying
- 2+ years of experience in either the voluntary or healthcare sector, or adult education/facilitating and developing training, or volunteer management
- Excellent organisational and communication skills, including training, group facilitation, or public speaking
- Strong computer literacy and database management skills
- Flexibility to work occasionally outside of normal working hours
- Full clean driver's licence and willingness to travel nationally

- Experience of working with confidentiality and boundaries in sensitive working environments

Desirable

- Expertise or experience in Hospital Play Specialism, Play in Healthcare or child development would be a benefit
- Confidence in and knowledge of hospital/health care environment
- Experience in relationship building with diverse stakeholders
- Experience of leadership in volunteer engagement

Terms and Conditions:

Location:	This role is based in Sandyford, and will involve travel nationally to all hospitals with CIH volunteer teams
Hours:	The position will be for 22.5 hours per week, with flexibility for evening and weekend work required. A time in lieu system operates.
Salary:	€20,195 per annum (€33,660 full time equivalent)
Annual Leave:	14 days (22 days FTE) base allowance. Office closes for three days between Christmas and New Year. Additional days of leave on Good Friday and Christmas Eve.

This position will be initially for a period of 3 years with the possibility of extension. A six month probationary period will apply.

This position is subject to Garda Vetting. Police clearance is also required from any country where the candidate has spent more than 6 consecutive months since the age of 16 years.

Application Process:

If you wish to be considered for appointment to this position, **please submit your CV and a cover letter of no more than 1 page by closing date, end of Wednesday November 18th 2026 to:**
Julia Dressler julia@childreninhospital.ie
Pease put **Training Development Coordinator** in the subject heading.

Please note Applications without a cover letter will not be considered.

Recruitment Timetable:

Closing date Wednesday November 18th with Interviews to be held week of November 30th.

Children in Hospital Ireland is an Equal Opportunities Employer